

## JOB DESCRIPTION

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Senior Company Manager: The Paddington Bear Experience

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**THE**  
**PADDINGTON**  
**BEAR™**  
**EXPERIENCE**

Job Title:	Senior Company Manager
Reports to:	General Manager & Associate General Manager [Selladoor Worldwide]
Responsible for:	Company Managers, Head of Wardrobe, Stage Manager, Show Technician
Place of Work:	Based at <i>The Paddington Bear Experience</i> , County Hall
Hours of work:	40 hours a week, including weekends – full-time role
Additional Hours:	To be agreed in advance and approved by General Management

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### The Path Entertainment Group:

The Path Entertainment Group (TPEG) partners with some of the world's largest brands, bringing their leading IP to life by producing first-class experiences across the globe. TPEG is comprised of two divisions, Gamepath, specialising in themed attractions, and Showpath focusing on live stage productions. As a company we work towards the vision to create innovative translations of much-loved titles for audiences to engage with in ways they never have before.

The Path Entertainment Group's Live Experience Attraction Portfolio is produced under Gamepath. Their established track record of creative development, production, venue and space management, has produced award winning attractions and partnerships with *Monopoly Lifesized* (Hasbro) and *Saw: The Escape Experience* (Lionsgate) both in the UK and internationally.

In partnership with The Copyrights Group and Lionsgate, 2024 saw *The Paddington Bear Experience* open at London's County Hall.

### Selladoor Worldwide:

Selladoor Worldwide are a UK Theatre Producer and General Management provider, founded in 2009. Current projects include *We Will Rock You* (worldwide tour) and *Madagascar* (USA & UK Tour) as well as general managing the recently concluded, UK Theatre Award winning *The Spongebob Musical!* on behalf of sister company The Path Entertainment Group.

Uniquely Selladoor also provides General Management provision for live/immersive experience. We recently oversaw the year-long run of *Saw: The Escape Experience* at Tower Hill and we are currently looking after *Monopoly: Lifesized* at Tottenham Court Road and *The Paddington Bear Experience*.

### The Role:

The Senior Company Manager is the most senior crew member at the Experience and line manages the Company Managers, Stage Manager, Head of Wardrobe, and Show Technician (Heads of Department or "HoDs"), supporting them in the leadership, scheduling and wellbeing management of their teams and overseeing their processes, bible paperwork, payroll, and budgets to ensure a smooth and efficient operation.

Benefits of the role structure include a five day work week, a rotating schedule that allows for greater flexibility with personal commitments, and primarily daytime working hours.

## Key Responsibilities:

### Leadership

- Provide effective line management to the HoDs to ensure a cohesive and motivated management team.
- Support the HoDs in the management of their departments: in respect of de-escalating any tensions, ensuring even distribution of workload, communicating clearly, and representing the needs of the operation in their decision making.
- Oversee performance management and reviews.
- In the absence of the CM, manage swings, and act as the first point-of-contact for cast wellbeing concerns (CM on Duty).
- In the absence of the ST or SM, manage show code responding, pauses, and stops (DM on Duty).
- Support the General Management team in the recruitment of HoDs.

### Scheduling

- Oversee and approve the weekly HoD rota.
- Ensure all exceptional marketing and PR calls, and events or space hires are covered by HoDs and their department schedules and/or event technicians.
- Support the AGM in the generation of the termly rehearsal schedule, booking consultants and spaces as required.
- Review and approve annual leave requests for HoDs, and support in the approval of leave for their departments.

### Wellbeing and Culture Setting

- Support a positive workplace culture defined by: respect, inclusivity, collaborative working, clear work-life balance, and a constructive approach to challenges.
- Alongside the AGM, support the wellbeing of HoDs and their departments by monitoring workload, workplace comfort and avenues for support.
- Alongside the AGM, review and implement ways to maintain positive cast and crew morale.
- Alongside HoDs, review responses to departmental surveys and action on, or respond to feedback, as appropriate.

### Process and Bibles

- Continuously audit operational processes to ensure efficiency, fairness and best practice.

In conjunction with HoDs:

- On boarding and induction process for new crew
- Forecasting repeat purchasing across departments
- Daily and weekly handover procedures
- Planning coverage/re-distribution of duties while on holiday
- Show reporting

In conjunction with the Venue team (and AGM):

- Emergency procedures, incident reporting and first aid interventions
- Ongoing training requirements
- Facilities upkeep for cast and crew

In conjunction with the GM team:

- Return-to-work plans
- Oversee the generation and ongoing updates of bibles, purchasing lists and makers guides per department

## Payroll and Budgets

- Check and approve weekly payroll and invoices from HoDs
- Oversee monthly production spending and reconciliation
- Oversee holiday liability across all departments
- Query any requests for additional hours and seek pre-approval from the GM team, where you deem them essential

The full nature of the role will continue to evolve in line with the creative, operational and other requirements of the experience as well as the needs of other departments. You will therefore be expected to undertake any other duties as reasonably required.

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## Relationships:

- Company Managers (CM), Stage Manager (SM), Show Tech (ST) and Head of Wardrobe (HoW)
- Cast
- Deputy and Assistant Crew
- General Manager (GM) and Associate General Manager (AGM)
- Director of Venues, Venue Manager and FoH Duty Managers
- Producer, Director, Associate Director and Rehearsal Directors

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## Rollout:

- **Ideal Start Date:** March 2025
  - **Initial Contract Term:** 12 month term until 8 March 2026
  - The experience is open 7 days a week with entry times between 10am and 6pm. Working hours will normally fall between 8am and 11pm.
  - You will be contracted to work for 40 hours per week across 5 days at £867 per week. Additional hours will be paid at the basic hourly rate of £21.68, only where pre-approved by the General Management team.
  - Your two weekly rest days will vary based on the weekly rota, to ensure consistent operations of the experience and you should expect at least one of your weekly working days to fall on the weekend.
  - This is a self-employed fixed term contract, with holiday pay and SSP benefits. After initial contract, there is potential to renew subject to performance and offer.
  - Holiday embargoes: To ensure sufficient staffing, and parity across the crew pool in key periods, leave embargoes will be in place from **26 May to 8 June 2025 (inclusive)**, **29 September 2025 – 12 October 2025 (inclusive)** and **23 February 2026 – 8 March 2026 (inclusive)** during which time we will not be considering any holiday or NA requests.
  - Please note that the administrative part of the role will operate in a 'hot desk' environment and in line with being self-employed, you will be expected to provide your own devices (including laptop and mobile phone).
  - You will be expected to be comfortable moving in rat runs and tight spaces within the experience
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## Person Specification –

### Essential criteria (please address these in your cover letter):

- Extensive experience in company management within immersive theatre, live entertainment, or visitor attractions.
- Proven ability to line manage multiple departments.
- Strong understanding of scheduling, payroll and budget management.
- Experience overseeing HR procedures, including wellbeing support, disciplinary processes, and safeguarding.
- Experience maintaining show documentation, such as bibles, policies, and operational paperwork.

We actively encourage applicants who are looking to further progress their career into General Management and we would support this progression, in time, for the right candidate.

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### **Application Process:**

Please send your CV and covering letter (1-2 pages) outlining how you meet the essential criteria to [recruitment@selladoor.com](mailto:recruitment@selladoor.com) with 'Paddington – SCM application' in the subject line.

**Deadline:** Monday 10 March, 10am

### **Interviews:**

- First round of interviews will take place on zoom w/c 10 March
  - Second round interviews will take place in-person, w/c 17 March
- NB: You must be able to attend an in-person interview to be considered for this role.

If you have any questions or want to discuss the role in further detail, please contact Jack Robertson on [jack.robertson@selladoor.com](mailto:jack.robertson@selladoor.com)